SPH Information Technology Purchasing Approvals

SPH Information Technology Services (ITS) is charged with ensuring productive, efficient, and cost effective information technology services throughout the School of Public Health. To carry out that challenging mission with limited staff and resources, it is essential that ITS plays a role in coordinating technology related purchases in order to avoid incompatible and nonstandard equipment and software and to maximize purchasing power. To that end, an approval process is required before the purchase is made. Purchases included under this policy include petty cash purchases and processing of all orders, regardless of fund source or method of procurement, meeting the following conditions:

Items Requiring ITS Approval

- Computers (*desktops, laptops, servers, tablets, etc.*)
- Peripherals (*printers, scanners, displays, internal: drives, memory, video, etc.*)
- Portable storage devices *(encryption is required on all portable storage)*
- Wireless/Bluetooth devices *(wireless routers are restricted from purchase)*
- Networking device such as a hub, switch, or router
- Software/Web development and other consulting services (*should engage ITS early*)
- Software over $50 for any operating system

Items NOT Requiring ITS Approval

- Ergonomic devices/pads for keyboard or mouse (*including wireless*)
- Cables (*network, printer, USB, extenders, etc.*)
- All forms of computer use paper

How to Obtain ITS Approval

1. If purchased on funds managed by SPH, acquire an SPH DOCID number through the SPH DOCID log, include the quote number along with a full description of items included in the IT Specific Detail Box
2. Click box next to **IT Purchase Approval Required**
3. If purchase is on funds that do not require an SPH DOCID, email a copy of the quote directly to itpurchase@uth.tmc.edu.
4. Once approval is given, enter the requisition into FMS. **With some exceptions noted in Delivery section of this document, ALL items must be delivered to room RASE17. After selecting RASE17 as location, please scan and email a copy of the requisition**, **regardless of the fund source to itpurchase@uth.tmc.edu**, along with any additional pertinent information related to project or funding approval, justification, etc...with reference to the SPH DOCID log number if applicable.
5. IT Services will provide a response via electronic mail within 24 hours.
6. Note: All IT purchases over $5k will also need the approval of the UTHSC Chief Information Officer. ITS will take responsibility for seeking this approval when necessary, but this does require extra time for the approval.

Important Notes:
- An approval MUST be obtained BEFORE making any purchase (including BuyCard)
- An approval MUST be obtained BEFORE an employee uses personal funds expecting to be reimbursed through petty cash or a non-PO voucher
- All computers and media of any kind must be encrypted, no exceptions. Do not research or submit any purchases which cannot be encrypted per UT System policy.
- All computer equipment such as laptop, desktop, server or any computing device with storage received as perk or "freebie" with purchase of lab equipment, etc...**MUST** be inventoried, tagged, and encrypted by IT, before connecting to equipment. This is true for all purchases regardless of the fund source.

Delivery
- All desktops, laptops, servers, tablets and other storage devices with storage will be delivered and received by IT Services in room E17, inventoried, tagged and encrypted by IT Services before delivery to the end user.
- **Exceptions- Remote site and Regional campuses.** All devices will be delivered directly to the designated contact or SPH IT personnel for each site/campus and the device will be embargoed until it has been inventoried, tagged and encrypted by site/regional campus SPH IT personnel.